

### COMPUTER USE & INTERNET SAFETY

The *Granton Area School District* supports the use of technology by its students, staff, and the community. It recognizes that computer, computer networks, and databases are resources for educational and training opportunities for all citizens. (At present, community classes are limited to scheduled courses with the potential for more individualized sessions in the future.) Its primary mission being the education of youth, students (and staff involved in local educational purposes) will be given priority use of all computer equipment in the buildings and software program access.

Use of District computers and computer networks shall be in support of education and research and consistent with the educational objectives of the *Granton Area School District*. District staff users may use the District's e-mail and Internet system for informal or personal purposes within reasonable limits, consistent with the guides set forth in the policy. Students may access the Internet via District computers as part of classroom activities or for class projects. Student internet use in the classroom shall be under the direct supervision of the classroom teacher, and internet use by students at other locations within the school shall be under the direct supervision of the designated supervisor of that area. **Use of the Internet is a privilege, not a right.** No student or adult user may use District computers or computer networks to access the Internet unless they have signed a computer/internet acceptable use agreement. Student acceptable use agreements shall also be signed by the student's parent/guardian.

Internet filtering software will be used on District computers in an effort to limit access to inappropriate or harmful material on the Internet. The District acknowledges that even with a filtering system, complete control and/or access to objectionable material cannot be assured. The *Granton Area School District* is not liable for information contained or accessed on the Internet.

All who access the Internet through the *Granton Area School District's* system are responsible for lawful and appropriate behavior on computer networks. The following are guides for acceptable use of District computer networks, including the Internet; they are not meant to be all-inclusive:

1. Users may not access, copy or modify the files or data of another user. Users will access their own files and accounts only.
2. Network access may not be used for commercial purposes, nor for any illegal activities exemplified by (but not limited to) the following:
  - Copying or circulating copyrighted materials.
  - Writing and transmitting messages that threaten, harass, frighten, intimidate or annoy others.
  - Accessing unauthorized services, or attempting to circumvent security measures.
  - Circulating files, which may corrupt the integrity of the network (e.g., viruses).
3. Users will not access internet sites, chat rooms, or use e-mail that contain pornography or materials that are obscene, harmful to minors or otherwise

inappropriate. If such sites are accessed accidentally, the user is to exit immediately.

4. Users are expected to help maintain the integrity of the system. Modifications, additions to, or abuses of hardware or software are not allowed. Use of personal removable disks is allowed by district staff. Student use of removable disks is allowed with **prior approval**. The interface of personal devices (palm pilots, hand-held computers, etc.) with district equipment is prohibited. Individuals will be personally liable for any virus or destructive acts that cause damage to any portion of a computer or the network system. If there are problems, they should be reported to the Computer Specialist.
5. Because of the potential for viruses, hostile programs, unauthorized software, and limitations on hard disk space, files from the Internet are not to be downloaded into the system. Downloading to removable disk is prohibited except **with prior approval** from the Computer Specialist.
6. Users are expected to limit their printing to that which is absolutely necessary. Printed pages for non class-related activities may be made at the current per page charge.
7. As a personal safety issue, users are cautioned not to reveal personal information (address, phone number, location, passwords, etc.) over the Internet. **Chat room use must be authorized** by the building principal. Student e-mail use will be allowed within the district network of school sanctioned distance learning. Adult users must adhere to the conditions of the computer/internet use policy.
8. Users are expected to follow all rules that are posted in the lab and classroom areas in which computer access is available.
9. Users are reminded that all electronic communication systems (e-mail) and all information transmitted by, received from, or stored in, the systems are the property of the *Granton Area School District*. **Users have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.** The District reserves the right to access all files in the course of normal maintenance, or when there is cause to suspect misuse of the system.
10. Users are reminded that Internet access is a shared resource, and it may be necessary to limit access time or put priorities in place for equipment use.
11. Uploading of any materials is permissible only under staff supervision and with prior approval from the Computer Specialist.

The building principal or designee shall have discretion to deal with violations of this policy. Misuse of District computer networks, including the Internet, may result in school disciplinary action, including loss of computer network use privileges. If the misuse constitutes a criminal offense, appropriate legal action may also be taken.

#### District Web Page

There shall be one authorized web page for the *Granton Area School District*. The purposes for developing a World Wide Web page for Granton are: (1) to provide an opportunity for staff to highlight their programs, courses, objectives, and curriculum openly with those interested in learning more about what is offered at Granton Schools; (2) to provide an opportunity for students ; and (3) to provide information about Granton Schools for public viewing.

Student photos or student's work may be featured unless the school district has on file written notice stating that they do not wish to have this type of information made available to the public. For more information regarding directory information families should contact the District Office. A directory information release form is sent out annually in the August newsletter.

Adopted: June 9, 2005  
Revised: April 9, 2007, January 13, 2014

Legal References: Wisconsin Statutes: 118.001, 120.13, 121.02(1)[h], 943.70, 947.0125  
Federal Act: PL 94-553, Federal Copyright Law, Children's Internet Protection Act, Neighborhood Children's Internet Protection Act, Children's Online Privacy Act

Cross Reference: GASB Policy, Chapter 9, Sec. IB – Employee Use of School Owned Materials and Equipment  
GASB Policy, Chapter 9, Sec. IC – Disciplinary Procedures for Computer/Internet Use Policy Violations  
GASB Policy, Chapter 9, Sec. ID – Computer/Internet Use Agreement for Employees and Citizens  
GASB Policy, Chapter 10, Sec. CC – Use of the Internet